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MEMORANDUM FOR: FBIS Bureau Chiefs

FROM: [ ]
                  Advanced Development Division, ESG/FBIS

SUBJECT: Field Bureau IBM PC Pilot Project--Status Report
                  January 1986

1. ESG/ADD'S FY85 contract with CRW included two specific tasks: bureau training and application development. This report will summarize the status of these tasks, evaluate the successes and problems encountered, review plans for FY86, and recommend future directions for the project.

BUREAU TRAINING

2. During FY85 CRW conducted a two week training course (in actuality the course length ranged from six days in Vienna to three weeks in London) at all FBIS field bureaus. The course covered the use of the IBM PC hardware, commercial software packages for word processing (MULTIMATE) and spreadsheet/database management (LOTUS 1-2-3) and specific ADD developed applications (CAAS-L and CAAS-R).

3. All bureaus were enthusiastic in their praise for the CRW trainers: their knowledge, flexibility, and dedication.

4. The success of the training program at individual bureaus appeared to be directly related to the number of students per class and number of classes. Those bureaus that followed ADD guidance that class size be limited to a maximum of three students per PC were pleased with the training. Integral to our training concept was the idea that CRW would train a core of users at each bureau and leave the bureau with the expertise to train other users. The training agenda was developed with sufficient time for individual tutorials and application customization. Bureaus that did not follow ADD direction in this area reported insufficient time for the training.

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5. The effect of CRW's willingness to accomodate the desires of the bureaus was both positive and negative. Each bureau was unique in its physical setup for the training, in the level of user experience, and the time available for dedicated class time. CRW was able to restructure its training within these unpredictable demands. However, when ADD and CRW accomodated bureau requests for additional students by scheduling additional classes and/or reducing the amount of laboratory time available to individual students, we impacted negatively on the total training effect at that bureau.

APPLICATION DEVELOPMENT

6. In the area of application development we continue to make progress although more slowly than we would ever imagine.

7. There are six areas in which ADD is sponsoring applications for the bureaus: message header generation, monthly production report, personnel, cruising, inventory, and FSR.

Message_Header_Generation
8. The message header generation application was originally written as a dBaseII application by MITRE and distributed to the bureaus as CAAS-L. It automated the database functions related to the bureaus' maintenance of lateral service packages and the generation of header tapes. The system requirements were based on London bureau's procedures, and as a result CAAS-L satisfied London's needs but no other bureau was able to use it as written.

9. During its training trips CRW collected requirements for additions and modifications to the CAAS-L design from all bureaus (especially Vienna). Last fall CRW documented these revised requirements and developed a new program known as BACH (Bureau Automated Communications Header) written in TURBO PASCAL. BACH functions include all those provided by CAAS-L plus those requested by the bureaus during last summer's survey. Additional functions include bureau choice of either

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ACP 127 or JANAP 128 formats, print and punch interfaces for header tapes, and AIGS. The next release of BACH will include the option to create message text, merge this text with the header, perform all necessary ASCII to BAUDOT conversion and pinkie coding. This capability may be available in time for the initial shipment to the bureaus of BACH software and hardware.

10. BACH hardware requirements include a PC with 10MB hard disk, Black Box interface device, and EXTEL B315. ADD will provide the bureaus with everything but the EXTEL. The Black Box device provides a current loop interface between the PC and the EXTEL B315. London completed their test of BACH on 13 January. The Black Boxes and the PC's have been purchased by CRW and will be shipped this quarter. Our plan is to ship PC/XT'S and Black Boxes to the following bureaus: KW, PA, PY, TA, GF, JN, AB, and MB. Black Boxes will be shipped to LD and NC. FED will be shipping PC/XT'S and DSI 2400 reader/punches to SK, OW, HK, and BK as part of its EXTEL replacement program. AU will be provided additional hardware and software as part of its pilot local area network (LAN) project.

Production Report
11. This dBaseII program (CAAS-R) compiles and prints monthly sourceline wordage reports. It was written by MITRE and modified by CRW. A majority of bureaus are using it; no one has reported any major problems with it; and there are no plans to upgrade or modify it in any way.

LOTUS 1-2-3 APPLICATIONS

12. CRW has recently designed several integrated LOTUS 1-2-3 spreadsheets and accompanying macros (programs) that support bureau record keeping and reporting. These programs and accompanying installation and use instructions will be pouched to the bureaus in February. These applications all have FBIS headquarters approval but have not been approved by any other organization other than Office of Security (as unclassified applications). They are meant to supplement existing bureau record keeping. Use of the applications is at the bureau's option. If the bureau has any problem with these applications, ADD and CRW will support the resolution of that problem.

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Personnel Report

13. Once the basic fields are filled in for staff and non-staff personnel, macros support the automatic printout of monthly staff and nonstaff reports, the composite pay action report, and the mass pay adjustment report. The user also has access to all LOTUS commands for sorts and extracts on the database.
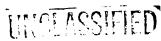
Cruising Files

14. CRW has developed a generic cruising spreadsheet with several macros to simplify the sort and extraction of data from the file.

Inventory

15. The inventory application includes fields for all information necessary for automatic extract and generation of the accountable property report. Macros have been written to perform a variety of sorts. The users can add additional categories of information beyond those required for the accountable property report. This file does not satisfy the requirements for maintenance of the 5X8 cards and is not audit approved.

FSR

16. The FSR application is based on procedures developed and implemented at Okinawa Bureau. A Master FSR file including all authorized SOC/Categories is provided with bureau customization instructions. A SOC/Category file is created and maintained on a monthly basis with printouts provided for all ledger entries including date, description, and amounts obligated, disbursed, unliquidated and authorized. The unliquidated and authorized amounts are automatically computed and updated based on the obligated and disbursed entries. Interim reports can be provided. Totals from each SOC/Category file can be combined into the FSR semi-automatically.

17. This application will be shipped as soon as ADD and B&F have verified that all the automatic functions work properly and have documented these new procedures for use by bureau administrative personnel.

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FY86 PLANS

18. During FY86, CRW's contract provides for the procurement of IBM PC/XT's and associated hardware for use with the BACH software, for conducting two training courses at headquarters, for completing the deployment of the BACH software and the LOTUS applications, and for the continuing support and maintenance of all ADD sponsored applications. The PC/XT's have been purchased and are being tested prior to shipment. London has just completed a thorough test of BACH. All LOTUS applications (except for the FSR program) are undergoing final review.

19. Several bureaus have questioned the advisability of upgrading their LOTUS software to the new release. ADD conducted an informal evaluation of the changes between release 1A and 2 and decided that there was insufficient justification for changing at this time. Our major concern was that worksheets generated under the two releases would be incompatible.

20. ADD is presently exploring with Lockheed (the AFS development contractor) alternative approaches to its bureau design. One alternative will be tested in Vienna this Spring with the installation of a Local Area Network (LAN) linking selected monitors with editors and the communications center. Proposed hardware includes IBM PC/XT's and a CORVUS LAN. This pilot project will be used to determine the degree of requirements satisfaction and may be duplicated in subsequent bureaus.

REQUEST FOR FEEDBACK

21. ADD is very interested in your evaluation of the utilization of the PC hardware and software at your bureau. Our impression is that in some bureaus the equipment is not being used, while others would like additional PC's. The original purpose of the bureau PC project was to provide some early exposure to and experience with personal computers in the bureaus prior to full automation. Since it now looks as though

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funding constraints may cause the bureau design to be PC based,
your experiences are essential. I am interested in your
reactions to the method of procurement (whether by ADD or
locally), to service/repair problems, to the CRW training
effort, to support from ADD for problem resolution, to local
utilization of the equipment, to need for additional hardware or
software or both, etc. Your comments can be sent in letter form
to ESG/ADD/Engle with a copy to AC/Ops .

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